

# **REQUEST FOR QUALIFICATIONS**

## **Council Bluffs Parks, Recreation and Public Property for Bayliss Park Master Plan**

The City of Council Bluffs, Iowa, is requesting qualifications from consultants for the preparation of a park master plan for Bayliss Park, a 3.9 acre 'town square' in Council Bluffs, Iowa.

### **BACKGROUND**

Bayliss Park, located in the heart of Council Bluffs at First and Pearl Streets, is host to many monuments and markers including Veterans Plaza. The park also is home to many major community events such as Pride Week, Autumn in the Bluffs and a magnificent Winterfest lighting display. The park is a preferred site for many arts events including a concert series, dozens of weddings annually and many, many other private functions. In addition, the park is a very popular lunch and relaxation location for downtown employees and families.

Although there has been a water element in the Park since 1890, the existing fountain, in particular, has been a central feature of the Council Bluffs community since its debut in 1971. The fountain's picture has frequently been used in community advertisements, web sites, postcards, etc. Many would agree that the fountain is the center of Council Bluffs, geographically and symbolically. In recent years, the fountain has become costly to maintain, and has required many expensive repairs. The fountain, when built, was a state of the art attraction, but unfortunately is now suffering from old age and old technology; it is not currently functioning. The city intends to replace the fountain, and must be considered as a major component in the master planning process.

The City of Council Bluffs after making the decision to no longer operate the fountain, and recognizing the importance of this fountain/park to the community, developed a very public process to involve the community. Since the announcement, the city released a questionnaire through the local newspaper, an online questionnaire and held a public input session to solicit thoughts and comments about their vision of Bayliss Park. As of June 15, 2004, we have received nearly 60 online responses, 68 responses from the newspaper and about 70 public meeting participants. The information received through these processes is being compiled and available upon request. Since the public meeting, the mayor has appointed a citizens committee of ten community individuals to work with the Parks, Recreation and Public Property Department as well as a member of the department's advisory commission and a member of the City Council. This committee will serve as the steering committee for the master planning process and will be involved in the consultant selection process. Additional public processes are anticipated and expected as part of the master planning efforts.

## **ISSUING AGENCY**

The City of Council Bluffs Parks, Recreation and Public Property Department is issuing this "Request for Qualifications (RFQ)." The consulting firm(s) selected to do this work will contract with the City of Council Bluffs, and be responsible to the Director of Parks, Recreation and Public Property and to the City of Council Bluffs.

## **GENERAL SCOPE OF WORK**

In general, the consultant shall evaluate existing facilities, property, and adjacent properties, and advise the City of Council Bluffs of the level of improvements needed to accommodate existing and future demands of the park. It is anticipated that a signature fountain will exist in Bayliss Park, and be the primary component of the master planning process. The selected consultant(s) must work with a fine art consultant who is currently retained by the Iowa West Foundation to develop a public art master plan for the community. Bayliss Park has been selected as a potential site for public art.

Please provide sufficiently complete information to permit full evaluation of qualifications. Proposals will be evaluated based upon some of the following factors:

1. The firm's demonstrated understanding of the project.
2. Experience in comparable master planning processes.
3. Design team/project personnel, including resumes.
4. Project approach, including public process recommendations.
5. Proposed schedule.
6. Demonstrated efforts to educate yourselves about the project and the community.
7. Additional consultant information.
8. References.

**If you have an interest in this project, please submit 13 copies of a statement of qualifications including the above information no later than June 30, 2004 at 12:00 p.m.** The steering committee reserves the right to not interview, or interview any or all firms as part of the selection process. If interviews are necessary, they will be conducted on Monday, July 12, 2004 and each firm selected for an interview will be given 1 (one) hour for a presentation and question session. If you are selected for an interview, you will be notified of your time and the location of the meeting after July 6, 2004.

Qualifications will be evaluated in comparison with other firms. Upon final selection, the City will enter into contract negotiations with the top ranked firm(s). The City of Council Bluffs reserves the right to accept or reject any proposals submitted for any reason.

### **COST INCURRED IN RESPONDING TO THIS RFP**

The City of Council Bluffs shall not be liable for any costs incurred by a consultant in responding to this request for qualifications or for any cost associated with discussions required for clarifications of items related to this proposal. All products and deliverables will become the property of the City of Council Bluffs.

### **PRE-PROPOSAL MEETINGS**

There are no pre-proposal meetings pertaining to the RFQ specifically scheduled at this time. Consultants intending to submit qualifications and who may wish to discuss the proposed project should contact the City of Council Bluffs, Director of Parks, Recreation and Public Property.

### **CONTACT PERSON**

Questions for clarification concerning the RFQ should be directed to:  
Please submit statements of qualifications by June 30, 2004 at 12:00 p.m. to:

Ronald Hopp, Director  
Parks, Recreation and Public Property Department  
209 Pearl Street  
Council Bluffs, Iowa 51503  
[rhopp@cbparksandrec.org](mailto:rhopp@cbparksandrec.org)  
[www.cbparksandrec.org](http://www.cbparksandrec.org)

